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Accounting
audit
Office Memorandum • UNITED STATES GOVERNMENT

TO : Current Audit Personnel

FROM : Chief, Current Audit

SUBJECT: Preparation of Adjustment Vouchers

DATE: 25 Sep 51

1. In line with recently initiated practice, adjustment vouchers will continue to be prepared in triplicate. These vouchers are to be prepared with the use of indelible pencil and carbon paper, as in the past, and should be marked, on the lower right margin, as follows:

- a. Original needs no marking
- b. Second copy should be marked, "audit"
- c. Third copy should be marked, "third"

2. It is requested that copies be marked as described above since each copy serves a definite purpose, and it has been noted that in some cases the copies have not been marked, thus, defeating the purpose of the second and third copies.

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